

**ORDER FOR SUPPLIES OR SERVICES**

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 1/21/00		2. CONTRACT NO. (if any) GS-26F-1015B		6. SHIP TO:	
3. ORDER NO. DR-00-0083		4. REQUISITION/REFERENCE NO. 10070059		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Office of the Chief Information Officer	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Division of Contracts and Property Mgt. Attn: Yvette Brown - Mail Stop T-7-1-2 Contract Management Branch 2 Washington DC 20555				b. STREET ADDRESS ATTN: Gene Wood Mail Stop O-P133	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR ATTN: Steven Holland		b. COMPANY NAME Ricoh Corporation		f. SHIP VIA	
c. STREET ADDRESS 3601 Eisenhower Avenue - Suite 400		1. CITY Alexandria		e. STATE VA	f. ZIP CODE 22394
1. ACCOUNTING AND APPROPRIATION DATA JOB CODE: D2384 B&R No. 010-15-524-110 BOC: 2570 FUND SOURCE: 31X0200.010		\$6,552.00		10. REQUISITIONING OFFICE OCIO/IMD/RDSS	

8. TYPE OF ORDER

a. PURCHASE ORDER

b. DELIVERY/TASK ORDER

Reference your \_\_\_\_\_  
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.

Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

1. BUSINESS CLASSIFICATION (Check appropriate box(es))

a. SMALL  b. OTHER THAN SMALL  c. DISADVANTAGED  d. WOMEN-OWNED

2. F.O.B. POINT  
Destination

14. GOVERNMENT B/L NO.

15. DELIVER TO F.O.B. POINT  
ON OR BEFORE  
10/01/99-09/30/2000

16. DISCOUNT TERMS  
Net 30

13. PLACE OF  
INSPECTION      b. ACCEPTANCE

17. SCHEDULE (See reverse for Rejections) See CONTINUATION Page

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	Delivery Order for the renewal of Full Service Maintenance for the following NRC owned Ricoh Copiers for the period October 1, 1999 through September 30, 2000:  NRC Project Officer: Gene Wood - 301-415-2070					
	Model No. FT6665 - Serial No. A3376440175 - Tag No. 061098† at \$105.00 per month includes 10,000 copies per month	12	MO	105.00	\$1,260.00	
	Copy charge at \$.0080 per copy - estimated monthly copies at \$22,000 copies = \$96.00 - Total est. monthly cost at \$96.00	12	MO	96.00	\$1,152.00	
	Model No. FT6665 - Serial A3376440152 - Tag No. 061099 † at \$105.00 per month includes 10,000 copies per month	12	MO	105.00	\$1,260.00	
	Copy charge at \$.0080 per copy - estimated monthly copies at \$23,000 copies = \$104.00 - Total est. monthly cost at \$104.00	12	MO	104.00	\$1,248.00	
	Model No. FT3013 - Serial No. A3605091901 - Tag No. 059752‡ at \$10.00 per month includes 1,000 copies per month	12	MO	10.00	\$120.00	
	Copy charge at \$.0075 per copy - estimated monthly copies at \$3,000 copies = \$15.00 - Total est. monthly cost at \$15.00	12	MO	15.00	\$180.00	
	Model No. AFICIO400 - Serial No. A3916120566 - Tag No 0640†9 at \$82.00 per month includes 8,000 copies per month	12	MO	82.00	\$984.00	

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	\$6,204.00	SUBTOTAL
21. MAIL INVOICE TO:			\$348.00	17(h) TOTAL (Cont. pages)
a. NAME U.S. Nuclear Regulatory Commission Office of the Chief Financial Officer			\$6,552.00	17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) Attn: GOV/COM Acctg. Section T-9H4 (submit invoice in duplicate)				
c. CITY Washington	d. STATE DC	e. ZIP CODE 20555		

UNITED STATES OF AMERICA  
BY (Signature)

*Spence D. Fields*

23. NAME (Typed)  
Sharon D. Stewart

TITLE: CONTRACTING/ORDERING OFFICER



**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO.  
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

LINE OF ORDER	CONTRACT NO. GS-26F-1015B	ORDER NO. DR-00-0083
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EM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>Copy charge at \$.0098 per copy - estimated monthly copies at 11,000 = \$29.00 - Total est. monthly cost at \$29.00</p> <p>The contractor shall provide an 8 hour response time from the time the service call placed. Work shall be performed Monday through Friday, between 7:30 am - 4:15 pm. The rates listed above include all parts, labor and travel.</p> <p>FAR 52.232-33 "Mandatory Information for Electronic Payment" is hereby incorporated by reference.</p> <p>NRCAR 2052.204-71 "Site Access Badge Requirements" is hereby incorporated by reference.</p> <p>Billing shall be submitted within 30 days of the subject month during the period of performance. Invoice is to include Model, Serial Number, Location of Machine, and Purchase Order Number. Summary billing is requested.</p>	12	MO	29.00	\$348.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$348.00

**TASK ORDER TERMS AND CONDITIONS**

**NOT SPECIFIED IN THE CONTRACT**

**A.1 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20**

2052.209-73 CONTRACTOR ORGANIZATIONAL CONFLICTS OF INTEREST

**A.2 Other Applicable Clauses**

- [ ] See Addendum for the following in full text (if checked)
- [ ] 52.216-18, Ordering
- [ ] 52.216-19, Order Limitations
- [ ] 52.216-22, Indefinite Quantity
- [ ] 52.217-6, Option for Increased Quantity
- Item [ ] 52.217-7, Option for Increased Quantity Separately Priced Line
- [ ] 52.217-8, Option to Extend Services
- [ ] 52.217-9, Option to Extend the Term of the Contract

**A.3 ELECTRONIC PAYMENT**

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. The electronic system is known as Vendor Express. Payment shall be made in accordance with FAR 52.232-33, entitled "Mandatory Information for Electronic Funds Transfer Payment".

To receive payment, the contractor shall complete the "Company Information" portion of the Standard Form 3881, entitled "ACH Vendor/Miscellaneous Payment Enrollment Form" found as an attachment to this document. The contractor shall take the form to the ACH Coordinator at the financial institution that maintains its company's bank account. The contractor shall discuss with the ACH Coordinator how the payment

identification information (addendum record) will be passed to them once the payment is received by the financial institution. Further information concerning the addendum is provided at Attachment. The ACN Coordinator should fill out the "Financial Institution Information" portion of the form and return it to the Office of the Controller at the following address: Nuclear Regulatory Commission, Division of Accounting and Finance, Financial Operations Section, Mail Stop T-9-H-4, Washington, DC 20555, ATTN: ACH/Vendor Express. It is the responsibility of the contractor to ensure that the financial institution returns the completed form to the above cited NRC address. If the contractor can provide the financial information, signature of the financial institutions ACH Coordinator is not required. The NRC is under no obligation to send reminders. Only after the Office of the Controller has processed the contractor's sign-up form will the contractor be eligible to receive payments.

Once electronic funds transfer is established for payments authorized by NRC, the contractor needs to submit an additional SF 3881 only to report changes to the information supplied.

Questions concerning ACH/Vendor Express should be directed to the Financial Operations staff at (301) 415-7520."

#### **.4 SEAT BELTS**

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.